



# KEY BISCAIYNE COMMUNITY CENTER BIRTHDAY PARTY RENTAL CONTRACT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ KEY BISCAIYNE, FL 33149

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ to \_\_\_\_\_

\*\*\* Packages are available Saturday and Sunday from (12 pm to 2 pm) OR (4 pm to 6 pm) \*\*\*

**Basic Package**

Fee: \$200 Time Frame: 2 hours

Includes tables and chairs (up to 30 children) and private use of one of the following facilities for 1 hour: Indoor Playground, Computer Room, ½ of Game Room, or ½ Basketball Gymnasium.

**Basic Arts and Crafts Package** (depends on instructor availability)

Fee: \$325 Time Frame: 2 hours

Includes tables, chairs and an Arts and Crafts activity provided for 1 hour for up to 25 children.

**Face-Painting and Balloon Art Package** (depends on instructor availability)

Fee: \$325 Time Frame: 2 hours

Includes tables, chairs, face-painting and balloon art provided for 1 hour for up to 25 children. Instructor is Irina Patterson, the world-famous Russian Queen of Balloons.

**Pool Package**

Fee: \$200 Time Frame: 2 hours

Includes tables and chairs for up to 30 children and use of the pool with lifeguard supervision.

**SELECT ONE OF EACH:****1. BIRTHDAY ROOM**☐ Toddler Room☐ Arts and Crafts Room**2. ACTIVITY ROOM**☐ Half of Game Room☐ Indoor Playground☐ Pool

Time: \_\_\_\_\_

☐ Half of Gymnasium☐ Computer Room**Special Instructions:**\_\_\_\_\_  
\_\_\_\_\_**Rental Policy Regulations:**

- 1) Renter must be a Key Biscayne resident and must be present at the event.
- 2) A **non-refundable rental fee** is required at the time of booking.
- 3) In case the building is closed due to a Tropical Storm or Hurricane Watch or Warning, your money will be refunded or you will be able to reschedule your event to the next available date.
- 4) Party guests may only use those areas of the KBCC included in the party rental.
- 5) Set-up time starts one hour prior to rental. Clean-up time may last one hour past rental.
- 6) No smoking or alcoholic beverages are permitted.
- 7) The Village of Key Biscayne is not responsible for any injury, or loss of personal property by fire, theft, accident or natural causes.
- 8) All service providers must be approved by the KBCC at least 1 week prior to the event.
- 9) A \$50 fee will be assessed for every half hour the room is occupied after scheduled rental period.
- 10) Renter is responsible for the clean-up of all food, beverages and trash (including bathrooms).
- 11) Renter is responsible for any damage to Village of Key Biscayne property.
- 12) **Clean-up Deposit of \$75** will be returned only if *Facility Rental Clean-Up Rental Checklist* shows that facility was left in a satisfactory condition after rental.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For Office Use Only: Total Payment Amount \$ \_\_\_\_\_ Clean-up Deposit \$ \_\_\_\_\_

☐ Cash ☐ Check # \_\_\_\_\_ Credit Card: ☐ Visa ☐ Master Card ☐ AmEx

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_